

Council Bluffs Parks, Recreation And Public Property Department

209 Pearl Street, Council Bluffs, Iowa 51503

Phone Number: (712) 328-4650 Fax: (712) 322-3021 www.cbpcparksandrec.org

FACILITY REQUEST FORM

50% DEPOSIT REQUIRED

\$100 is nonrefundable

Applicant hereby agrees to indemnify the City of Council Bluffs, Iowa, its officers, and employees, and defend against all claims brought or actions filed for any and all claims, suits, actions, debts, damages, costs, charges, and expenses including court costs and attorney's fees, and against all liability, losses and damages of any nature whatsoever, including but not limited to property damage and personal injury including death resulting at any time therefrom, arising from any act of negligence, either active or passive, of the applicant or any person acting on his/her/its behalf arising from the activities sponsored by applicant on City owned property, or resulting from the use of City owned equipment, as authorized pursuant to this application.

City ordinance prohibits consumption of alcoholic beverages on public property.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damage sustained by equipment accruing through the occupancy or use of said equipment by the applicant.

Name of Tournament or Event: _____ Organization Sponsor: _____

Facility Requested:

Fields: _____

Time From: _____ To: _____

From: _____ To: _____

(Beginning and ending time for each day.)

Dates: _____

Approximate # of Teams: _____

Please check appropriate lines: Adult _____

Youth _____

Baseball _____ Softball _____ Soccer _____

Print Name of Representative: _____

Address: _____ Home # _____ Work # _____

Fax #: _____

Name of assistant or someone else we may contact: _____

Applicant's Signature

Name: _____

Address: _____ Home # _____ Work # _____

Fax #: _____

Games on fields #1-4 at the Council Bluffs Recreation Complex can start no later than 2 p.m. on Sundays unless permission is granted by the Department. Other requirements are on the next page.

Teams are not allowed to practice on the fields before games begin.

"FOR DEPARTMENT USE ONLY"

____ Approved

____ Denied

____ Catherine DeMasi, Recreation Superintendent

____ Approved

____ Denied

____ Ronald Hopp, Director / John Batt, Assistant Director

Rental Fee: _____

***Less Deposit:** _____

Balance Due: _____

Date of Payment: _____

1. Parks and Recreation must approve bringing and placement of any tents or other temporary structures.
2. Parks and Recreation must approve use of golf carts.
3. Final tournament payment is due by the following Friday after the tournament. Future tournament requests may be cancelled for late payment or non-payment.
4. “Extra” service requests must be discussed with this department and finalized PRIOR TO scheduling games.
5. The concessionaire has exclusive right to all concession sales.
6. A complete schedule of your event is due at the office two days before your event so staff may be scheduled.
7. Please use the space below to list and diagram your associations infield dimensions, such as batters box, base line markings, base distance, pitching distance, etc. Please do the same for special requests in other sports.
8. Event coordinators are required when possible to use local Council Bluffs umpires and officials when available and qualified.

Council Bluffs Parks and Recreation Basic Fees

Softball and Baseball Field Rental:

\$32.10/field/day

AND

\$10.70/team (Team fee is payable every week for leagues.)

\$26.75/field for lights

- **Single game rentals – payment due at time of reservation**
- **Tournament rentals – \$100 nonrefundable deposit due at time of reservation**
- **Basic Service Only. “Extra” service details are on the following page.**

Soccer Field Rental:

U6: \$21.40/field # _____ U8: \$32.10/field # _____

U10: \$42.80/field # _____ U12, U13: \$53.50/field # _____ Total: _____

AND :

\$10.70 per team (Team fee is payable every week for leagues.)

No lights available

- **Single game rentals – payment due at time of reservation**
- **Tournament rentals – \$100 nonrefundable deposit due at time of reservation**

Council Bluffs Parks and Recreation

Expanded Fees

"Extra" Service:

For Baseball and Softball only

Fields will always be marked and dragged in the morning before the tournament begins. Any additional field service is "extra" and must be agreed to with the Department PRIOR TO scheduling games. Service costs will vary.

Conference Room:

West (by Baseball fields and playground)

\$75/day

of days _____ total _____

East (by Softball and Soccer fields)

\$75/day

of days _____ total _____

Tables:

Up to 4 available to use outdoors

\$10/table

of tables _____ total _____

Chairs:

Up to 16 available to use outdoors

\$1/chair

of chairs _____ total _____

Trailer:

Air-conditioned/heated (subject to availability)

\$200 damage deposit required in advance

\$75/day

of days _____ total _____

Port-a-Pots

The Recreation Complex has two indoor restroom facilities that may be insufficient for a large tournament.

\$80/each

_____ total _____

Golf Carts:

M&O Industries (712-328-1899) rents golf carts in Council Bluffs.

Proof of liability insurance must be provided if using any golf carts.

